

Brickyard News

This edition includes:

- Online Public Auctions
- FY06 Ending
- FAQ
- NEW!
- Important Reminders
- Trade-in



Auction Information

The next two auctions will be on July 8, 2006 and August 12, 2006. Remember you can view the items at the auction site three days prior to the auction date. For a copy of the auction brochure and buyers guide, please view our website the week of the auction.

La Property Assistance Agency

P O Box 94095

1059 Brickyard Lane

Baton Rouge LA 70804-9095

(225) 342-6849 Main

(225) 342-6853 Compliance

(225) 342-6855 Fleet

- www.doa.louisiana.gov/lpaa

Louisiana Property Assistance Agency

Online Public Auctions

It took LPAA years to upgrade their Asset Management System to a web based program, but slowly we are catching up with technology. LPAA is proud to announce our participation in online auctions through GovDeals. GovDeals provides services to various governmental agencies that allows them to sell surplus property via the internet. This site has free registration, automatic bidding, and email notifications. GovDeals is user friendly and has numerous search features.



Although we are just getting started, we invite you to view the few items we currently have for sale. Items can be inspected and are located at Brickyard Lane in Baton Rouge. Give us your feedback. Let us know what types of items you would like to see posted on GovDeals.

LPAA will continue to hold a live auction on the second Saturday of each month. For more information on GovDeals or live auctions, contact Rebecca by email at rebecca.kleinpeter@la.gov, or visit our website at www.doa.louisiana.gov/LPAA.

Fiscal Year 06 Ending

Fiscal year 06 has come to an end and its time to balance and reconcile your property records. Same as in quarterly balancing, numerous reports should be ran and filed.

- An **additions report** compared to your actual purchases for this fiscal year will show you if any items over \$1,000 were purchased and not tagged. Although you only have 60 days after receiving a new acquisition to tag it, any additions that were not tagged and added to Protégé should be done so as soon as possible.
- **Deletions reports** should be checked to be sure any requested dispositions were removed from your inventory. At times, LPAA will reject a disposition and request it to be changed. For example, if an agency requests to scrap a boat motor, it will be rejected and we will ask you to send it to surplus. You need to check disposition transfers, because if the transfer is rejected the assets will remain active on your inventory.
- If you have any open transfers from FY06, then the **monthly transfer report-from me** will show them. This report gives you any transfer numbers created during the date range you provide, which will also help with your deletions report.
 - Remember if you have open transfers that CLK has picked up, you need to fax the copy of the signed release order to Patti Wilson at 225.219.7703. Once the release order is received, the surplus equipment will be removed from your inventory.
- Running vehicle reports are very important. Most agencies use these reports for their proposed budget. The **vehicle utilization and maintenance report** should be checked to make sure each months vehicle mileage and maintenance was entered. The **vehicle MPG exception report** will allow you to catch errors easily if mileage and gas was entered incorrectly.

If you have any questions about balancing your fiscal year property or fleet records, contact your Compliance Officer.

Property Q & A

Question: Who has to comply with LPAA rules and regulations?

Where it is: LAC 34:VII.101.A

Answer: By definition, “agency” means any state office, department, board, commission, institution, division, officer, or other person, or functional group, heretofore existing or hereafter created, which is authorized to exercise, or that does exercise any function of the government of the state.



Question: When a new property manager is appointed, what information does LPAA need?

Where it is: LAC 34:VII.301.A

Answer: When the head of the agency designates one of his employees as the property manager, he must notify LPAA by using the Designation of Property Manager Form. Along with the designation form, send a request for a Protégé ID for the new person. If this person already has a Protégé ID, you can change their access level with the request form. For example, if the person has a ‘read-only’ access, as a property manager that person will need full access. Both forms are located on LPAA’s website.

Question: How long do I need to keep property records?

Where it is: LAC 34:VII.305.B

Answer: Records shall be maintained for three years plus the current year.

Question: If my agency buys assets from Federal Property, do I need to tag it?

Where it is: LAC 34:VII.307.D

Answer: If your agency purchases an item and pays \$1,000 or more for the item, then it must be put on inventory. If Federal originally paid \$1,000 or more for the item, but your state agency only paid \$999, then it does not need to be put on inventory. The acquisition date and cost will be the actual incurred by the state.

Question: My agency has equipment that can not be physically tagged. What should I do?

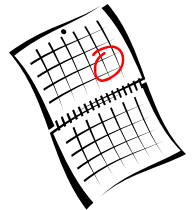
Where it is: LAC 34:VII.309.E

Answer: If the item can not be physically tagged, send a memo to LPAA requesting approval not to tag it. Once approved, the tag number should be kept on file and the identification number written on the item with indelible ink or the number inscribed on the item with an engraving tool.

Question: When I decide when to begin my annual inventory, what is my next step?

Where it is: LAC 34:VII.313.B

Answer: Once you know when you are going to begin your inventory, LPAA should be notified in writing 30 days prior to the date inventory is to begin. The Notification of Inventory Form is located on LPAA’s website. This notifies LPAA so they may supervise or observe all or any part of an agency’s inventory.



Question: I’ve done my inventory and have unlocated property. What should I do in Protege?

Where it is: LAC 34:VII.313.F.10

Answer: Items that are not located during inventory will stay in an unlocated status for three years. You need to call up the asset in Protégé, type the current year in the unlocated year field, and click save. A change request is not needed to unlocate property. Your compliance officer may request an explanation, regarding unlocated property, along with your certification.

Question: What are the noncompliance penalties?

Where it is: LAC 34:VII.901.A

Answer: The commissioner has the authority to invoke any and all of the following actions when an agency is found to be in noncompliance:



- Call in the good faith performance bonds of the property manager.
- Restrict or require acquisition of moveable property only on approval of the commissioner.
- Revoke or restrict purchasing authority of moveable property.
- Contact, at the expense of the agency in noncompliance, the resources necessary to resolve the compliance problem.

New Reports and Enhancements



- **Vehicle Utilization and Maintenance Report.** There are now two separate reports for this. One can be run by asset number, and one by location. To run this report by location, you can either choose a specific location or if left blank, the report will sort all vehicles in location order then by asset number.
- **Asset Funding Report.** As a request from a property manager, the asset funding report now contains the location of the asset. Along with the asset number, description, date, PO, cost, fund type, fund percent, and fund amount, having the location field on this report could be useful for agencies with multiple funding sources and locations.
- **Adding Assets Screen.** There are a few minor changes that you will see while adding new assets. After saving a new entry, it returns you to a blank add asset screen and gives you an option to view the asset just created or use previous data to create another entry. You will notice that the large look-up button has changed. Instead of using this button, the system now requires you to type a few letters of the class of the item, then tab to the next field. When you tab, it activates the large look-up feature for you to choose the exact class.
- **Vehicle Maintenance and Repair.** As always, LPAA and Incircuit have teamed up to add new enhancements to Protégé to make your jobs easier. The newly enhanced vehicle maintenance and repair feature allows you to enter multiple maintenance items completed in the same day, all in one step. Please view the tutorial on the Help screen at the top right hand corner of the Protégé homepage. This tutorial will give you step-by-step instructions on how to enter vehicle maintenance and repairs.

Important Reminders



- When sending a request through Incircuit Support, always use your first and last name. Keep in mind there are over two thousand contacts in Protégé. This will allow us to distinguish who you are, and to assist you quicker.
- When completed your certification of annual inventory, always print a "Certification by..." report. This report gives you a signature line on the last page, and is what you submit with your certification.
- Always keep a copy of the property/fleet manager designation with your current property files. We receive a lot of requests for copies of designation forms, so keep a copy in each fiscal year file.
- Your certification of annual inventory can not be processed until we receive the original. If you fax a copy to our office, be sure to put the original in the mail the same or next day.
- If you have not turned in your Request for Personal Assignment/Home Storage (MV-2) then they are late. Please have them completely filled out and the originals sent to LPAA as soon as possible.
- It is finally fiscal year 07! If your agency has any idle or property ready for surplus, now is a good time to create the transfers and have LPAA pick it up.
- If your agency was affected by Hurricane Katrina or Rita, please begin processing your scrap transfers.

Trade-in Process

LPAA does allow agencies to trade in equipment, with the exception of vehicles. Please follow this process when requesting a trade-in.

- Create a transfer for trade-in.
- Forward vendor statement and/or trade-in documentation, which should contain value for the trade in and purchase price for the new item, to Floyd Rector via fax at 225.342.6891.
- Remember that creating a transfer for trade-in is only a request and property should not be traded in until you have received approval from LPAA.
- Your written approval will be an approved transfer. Once the trade-in transfer is approved, it shall be used as the authority to trade in the assets.

For more information on trade-ins, contact your compliance officer.

